

Meet Your Mentor Lesson Plan

Purpose:

This workshop provides an opportunity for Worker Trainee Assistance Program (WTAP) mentors and mentees to meet. The focus is on initial introductions and becoming familiar with the “Mentoring Agreement.” This workshop follows the introductory mentoring workshops.

Time Required: 1 Hour

Workshop Objectives:

This workshop will prepare participants to:

1. Identify and meet their mentoring partner (mentor or mentee).
2. Recognize important aspects of the mentoring agreement in preparation for finalizing the mentoring agreement.

Resources needed:

Materials:

Mentoring agreement
Refreshments if available

Equipment:

none

Who should attend:

WTAP coordinator

I. Welcome and Introductions

Presenter introduces self and others (for example, program coordinator) and welcomes participants.

II. Introductory exercise

Pair mentors and mentees together and have them complete “ice-breaker.” For example, “interview each other and find out something you have in common.”

Partners introduce each other to the group.

III. Review mentoring agreement

Lead participants in a review of the mentoring agreement. Allow them time to discuss their initial impressions and how they think they’ll want to complete it. Inform them that this is just a preliminary review. They will complete the agreement officially during their second meeting.

IV. The Next Step

Review possibilities for the “next step” for the participants. Advise them of the second group meeting the following week.

MENTORING AGREEMENT FORM

We are both voluntarily entering into a mentoring relationship which we expect will benefit both us and the agency. We want this to be a rewarding experience with most of our time together being spent on developmental activities. The following are mutually agreed upon:

1. The mentoring relationship will last for three years. After an initial period, the relationship will be evaluated and mutually agreed to end or continue for another agreed upon time period.
2. The two of us will meet every _____. While unforeseen circumstances may alter this plan, meeting times will be part of my calendar and I will make plans for each meeting.
3. Each meeting will last a minimum of _____ but not last longer than _____.
4. In between meetings, we will contact each other by _____. In-depth issues will not be handled in this manner, but instead in a face-to-face meeting.
5. We agree that the role of the mentor is to _____

and the role of the mentee is to _____

_____.
6. The mentor agrees to be honest and provide constructive feedback to the mentee and the mentee agrees to be open to feedback and attempt to incorporate suggestions into his/her behavior.
7. We agree to a “no-fault conclusion” of this relationship, if appropriate. Specifically, either of us can end the relationship if we believe it is no longer productive to work together without fault attributed to either of us.

Mentor's Signature Date

Mentee's Signature Date